College of Arts & Sciences
Departmental Advising
Degree Works User Guide

WESTERN MICHIGAN UNIVERSITY
College of Arts and Sciences

Degree Works User Guide for CAS Departmental Advising

Welcome to Degree Works! The purpose of this guide is to help our faculty and staff departmental advisors utilize Degree Works. Degree Works is an auditing tool that allows for a single program to provide information to students and advisors regarding their major, minor, and general education requirements, as well as advising notes and scheduling tools. For more information about the basic use and functions of Degree Works, please review the handbook provided by the Registrar's Office: http://www.wmich.edu/registrar/-/file/wmu-degreeworks-advisor-manual.pdf

The Degree Works functions departmental advisors will be using most are Worksheets, Notes, and Exceptions. This guide will walk through each function and how we utilize it.

Degree Works is driven by catalog year, so the information shown will reflect the catalog copy of the catalog year listed on their record. Only students with a catalog year of 2010 or newer will have a record in Degree Works. If the catalog years listed on their major, minor and general education curriculum do not match, Degree Works will not show their record correctly. The catalog year on file for each section (major, minor, general education) will be shown in the heading for each section on the right side. If you have any questions about catalog year or believe a student's catalog year needs to be changed, please contact CAS Advising.

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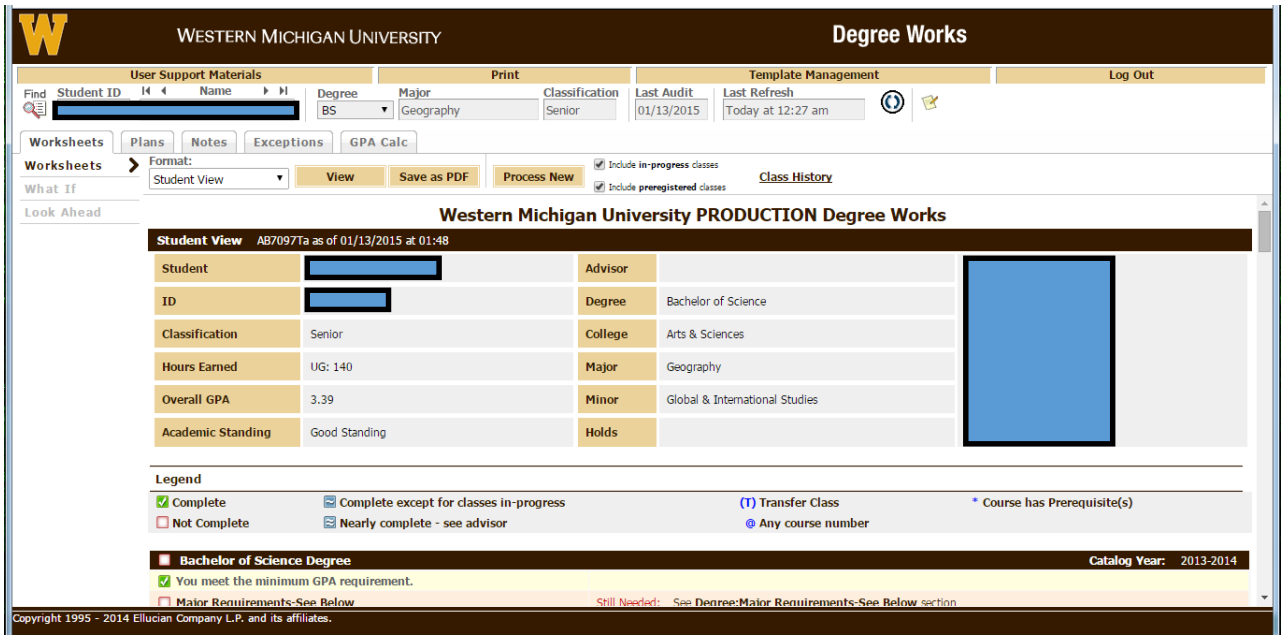
Degree Works is a great new tool that we believe will be incredibly helpful to both students and advisors, but it if you are having difficulty, or have any questions or concerns about Degree Works, please feel free to contact the College of Arts & Sciences Advising Office at 269-387-4366 or coas-advising@wmich.edu.

Worksheets

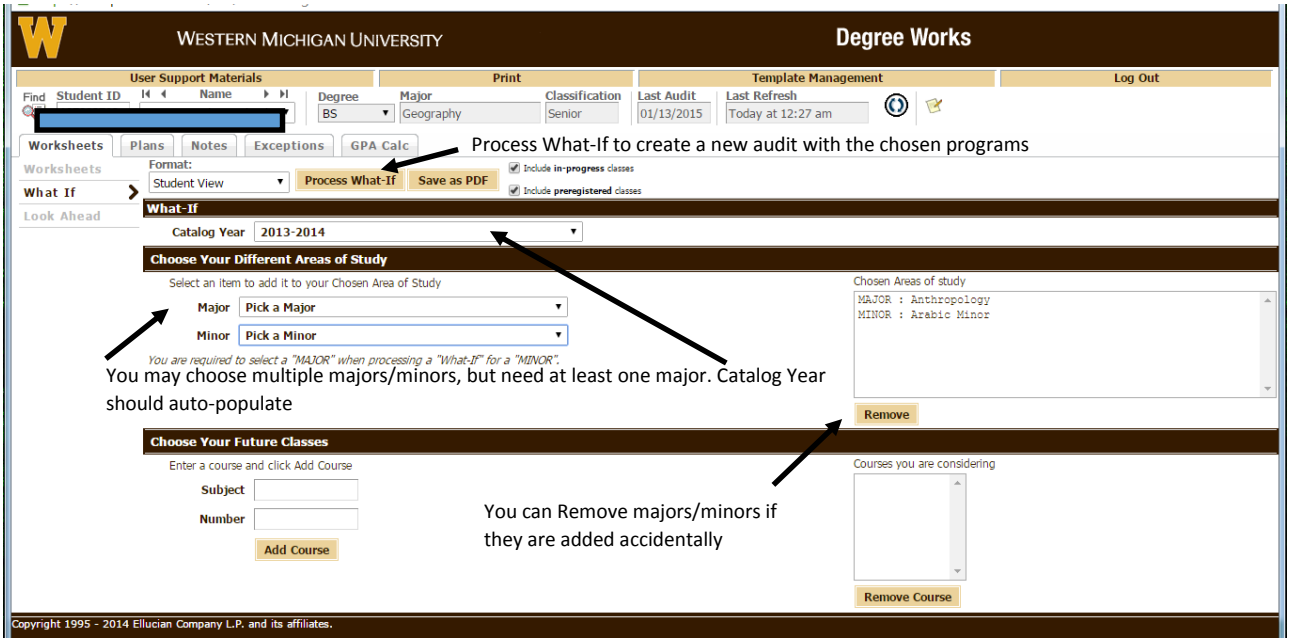
Worksheets is the "main page" of Degree Works that shows the student's degree information. From their Worksheets page, students can see their WIN, class standing, hours earned, GPA, academic standing, currently listed majors and minors, their Advisor of Record (CAS advising contact), and any holds that may be on their account. Their Worksheet will also show their progress in regards to their declared majors and minors, as well as their general education curriculum. The Advisor view of Degree Works differs slightly from the Student view, but the Worksheets page of Degree Works is very similar to what students will see when they log in. The Worksheets page can be saved as a PDF or printed by using the button at the top of the page.



A student's Worksheet information will replacing paper major/minor slips as the College and the University continue on the initiative to go paperless. Any substitutions or changes that need to be made can be done in Degree Works through Exceptions. Please see the section on Exceptions in this guide to see which Exception will fit the situation best.

What If

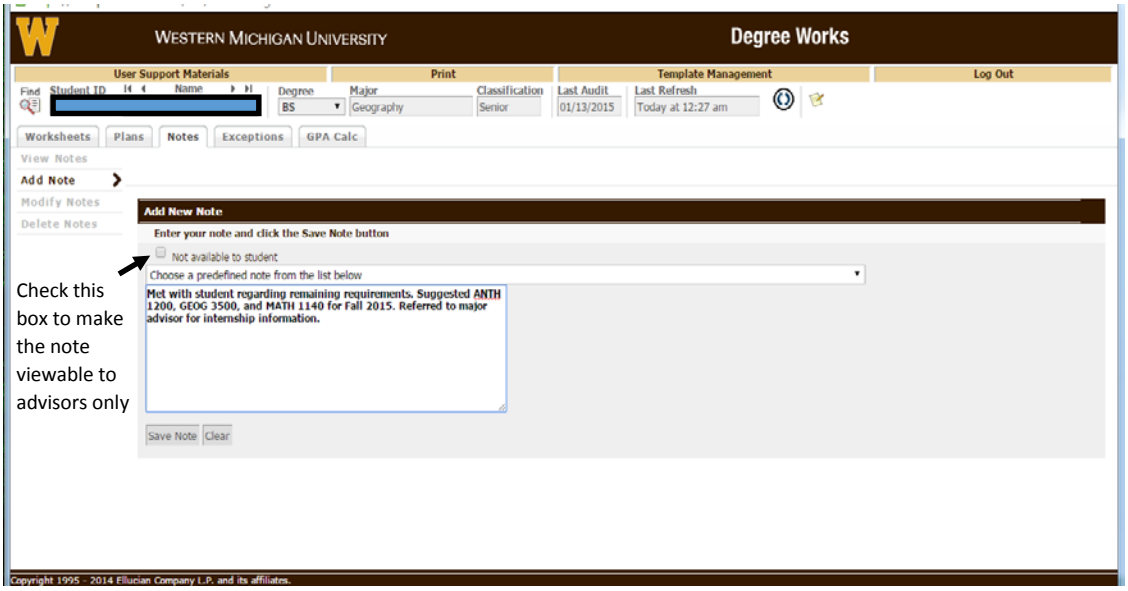
What If is a function found on the right side menu of the Worksheets page. What If allows students to try on different majors and minors, showing what progress they have made toward different programs and what requirements would remain if they were to change or add major or minor.



Notes

The Notes function in Degree Works will ideally be replacing paper file notations as we continue to work toward a paperless system. Any Note written in Degree Works can be viewed by anyone at the University with Advisor/Administrator privileges. Notes that are available to the student will be visible at the bottom of their Worksheets page. Notes will show at the bottom of the advisor Worksheets page, including notes that are not available to the student, so if you are using DW with a student, be aware that they may see this information.

Please make a Note each time you interact with a student, giving a brief overview of the discussion, referrals to other departments/offices, recommendations for the student, etc. Advisors can refer the student to the Notes on their Degree Works Worksheet to review information their advisor has given them. **A new Note will not be visible until the record has been refreshed, so please select "Run New Audit" when prompted after saving the Note.**



View Note

View Notes shows every note included in the student's file, including Notes that are unavailable to the student.

Add Note

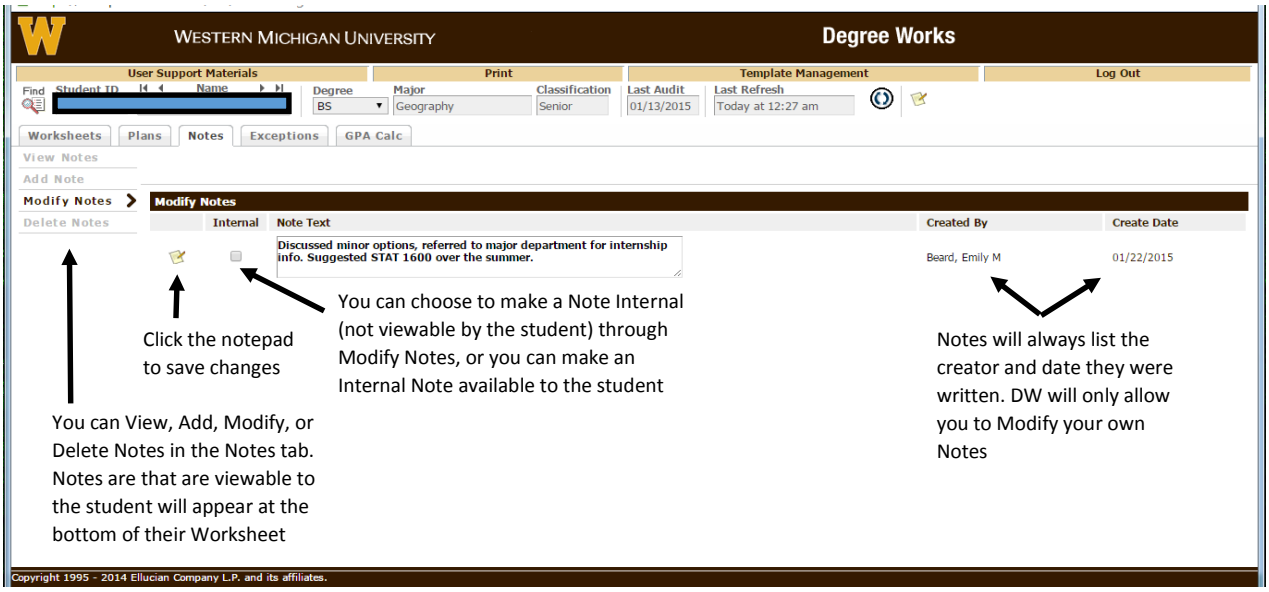
Add Note allows an advisor to type notes for the student/other advisors. You can choose pre-determined notes from the dropdown menu or create your own. The Note function does not support any formatting/paragraph spacing.

Add Note gives the option for the Note to be "Not Available to Student." Checking this box means that other advisors will be able to read the note, but it will not be shown on the student's Worksheets page. Keep in mind, students may always petition to view all materials in

their personal file, so anything written in Notes may be requested by them at any time, even if it is listed as Not Available.

Modify Notes

An advisor can modify notes they have written, but not Notes made by any other advisor. This function is useful if an advisor has had a second interaction in the same day, or if an error has been noticed. Click on the Notepad icon to the left of the modified Note to save change.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Find
Student ID
Name
Degree
BS
Major
Geography
Classification
Senior
Last Audit
01/13/2015
Last Refresh
Today at 12:27 am
Worksheets
Plans
Notes
Exceptions
GPA Calc
View Notes
Add Note
Modify Notes
Delete Notes
Modify Notes
Internal
Note Text
Created By
Create Date
Discussed minor options, referred to major department for internship info. Suggested STAT 1600 over the summer.
Beard, Emily M
01/22/2015
Click the notepad to save changes
You can choose to make a Note Internal (not viewable by the student) through Modify Notes, or you can make an Internal Note available to the student
Notes will always list the creator and date they were written. DW will only allow you to Modify your own Notes
You can View, Add, Modify, or Delete Notes in the Notes tab. Notes are that are viewable to the student will appear at the bottom of their Worksheet
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Delete Notes

An advisor may delete Notes they have written, but not Notes made by any other advisor. Click on the Notepad to the left of the Note you wish to delete.

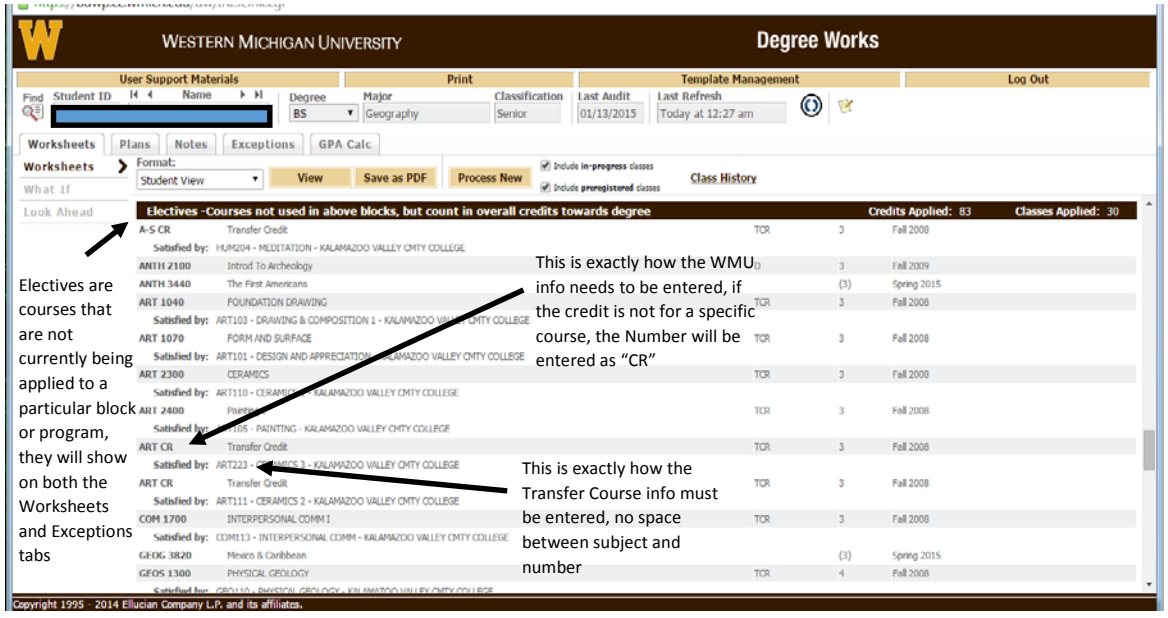
Exceptions

The Exceptions section of Degree Works allows advisors to make substitutions or other changes to a student's curriculum requirements. Each type of Exception serves a different purpose and changes the student's record in different ways, though some Exceptions can serve very similar purposes and an advisor may have multiple options when choosing which to use in a particular situation. This section of the guide will go over each Exception, including how it can be used and how it alters a student's record.

In the Exception tab, each Degree Works block is listed. Please only make Exceptions in the block you advise for. If a student would like to request an Exception for their general education requirements or for another department, please refer them to that department to discuss that Exception.

When you complete an Exception, Degree Works will require you to choose the requirement the Exception will apply to by clicking in the corresponding bubble. It will also ask you to enter a description. In the description, it is best to include the course titles/codes involved in the Exception, because they will not be shown in the list of Exceptions. If you need to remove or change an Exception, having the course information in the description will allow you to more easily recognize the Exception. If you need to include a longer description than what the text box allows, you can click on the notepad icon to the right of the box and enter additional information there. When doing Exceptions, you will not always need to fill in every section of the Exception form, so don't worry if you leave some things blank. In this guide, if a section is not discussed for a particular Exception example, assume you can leave it blank.

Courses that are not currently being used in any block of requirements will be found at the bottom of the page under the Elective block, both on the Worksheets and Exceptions pages. There you will find how the credit is listed at WMU (specific course or department credit) and the course department/number, title, and institution for transfer credits.


WESTERN MICHIGAN UNIVERSITY
Degree Works
Electives are courses that are not currently being applied to a particular block or program, they will show on both the Worksheets and Exceptions tabs
This is exactly how the WMU info needs to be entered, if the credit is not for a specific course, the Number will be entered as "CR"
This is exactly how the Transfer Course info must be entered, no space between subject and number

After you have submitted an Exception, you will need to Run New Audit or Process New (see section below) for the Exception to be applied on the Worksheets or Exceptions page. If, after a new audit is created, the Exception is listed at the bottom of the page but is not being applied, there is likely a problem with how it was entered. The most common issue is having the course title typed incorrectly. The text box telling you the Exception has been added will pop up regardless of whether or not the information was typed in correctly, so it is best to always Process New/Run New Audit to make sure the Exception is appearing correctly.

Exceptions will also "break" or not function correctly if a student has changes majors or Colleges and had Exceptions placed by those other programs. This also holds true that advisors will not be able to apply working Exceptions to a student's record until their major has officially been changed.

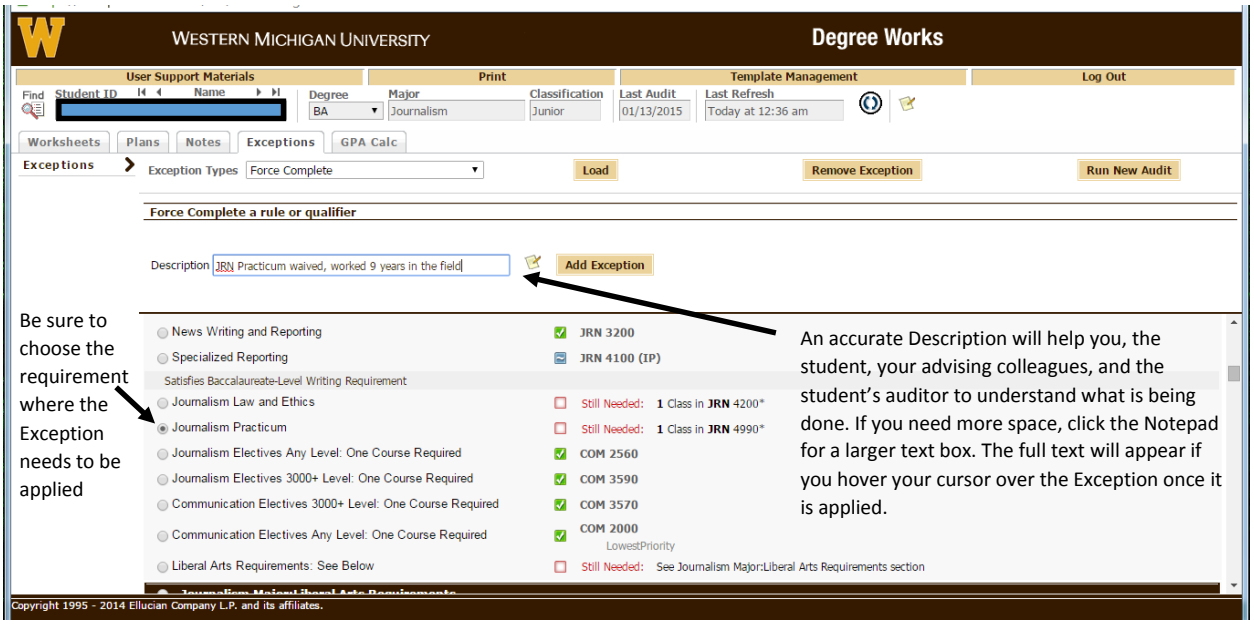
Every Exception does not need to be completed before the end of the student meeting. Exceptions can be made at any time, and students can check on their record to see when their requirements have been updated.

Exceptions are created differently if the class being used is a WMU course or a transfer course. The instructions are listed for each Exception for both cases.

Force Complete

Force Complete should be the least-used exception. When a requirement is Force Completed, it will be marked in Degree Works as being done, but the student does not receive any credit for completing it. Typically one of the other exceptions is more beneficial than Force Complete. Examples of when Force Complete may be appropriate could be if a student does not need to complete the College of Arts & Sciences world language requirement because English is their second language, or if they are not required to complete an internship because of previous work experience. Force Complete can show these requirements have been satisfied, but are not added in for credit toward graduation or other requirements.

To use Force Complete, load the Exception, type in a description of the circumstances, choose the area to Force Complete, and click Add Exception.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Exception Types
Force Complete
Load
Remove Exception
Run New Audit
Force Complete a rule or qualifier
Description
JRN Practicum waived, worked 9 years in the field
Add Exception
Be sure to choose the requirement where the Exception needs to be applied
An accurate Description will help you, the student, your advising colleagues, and the student's auditor to understand what is being done. If you need more space, click the Notepad for a larger text box. The full text will appear if you hover your cursor over the Exception once it is applied.
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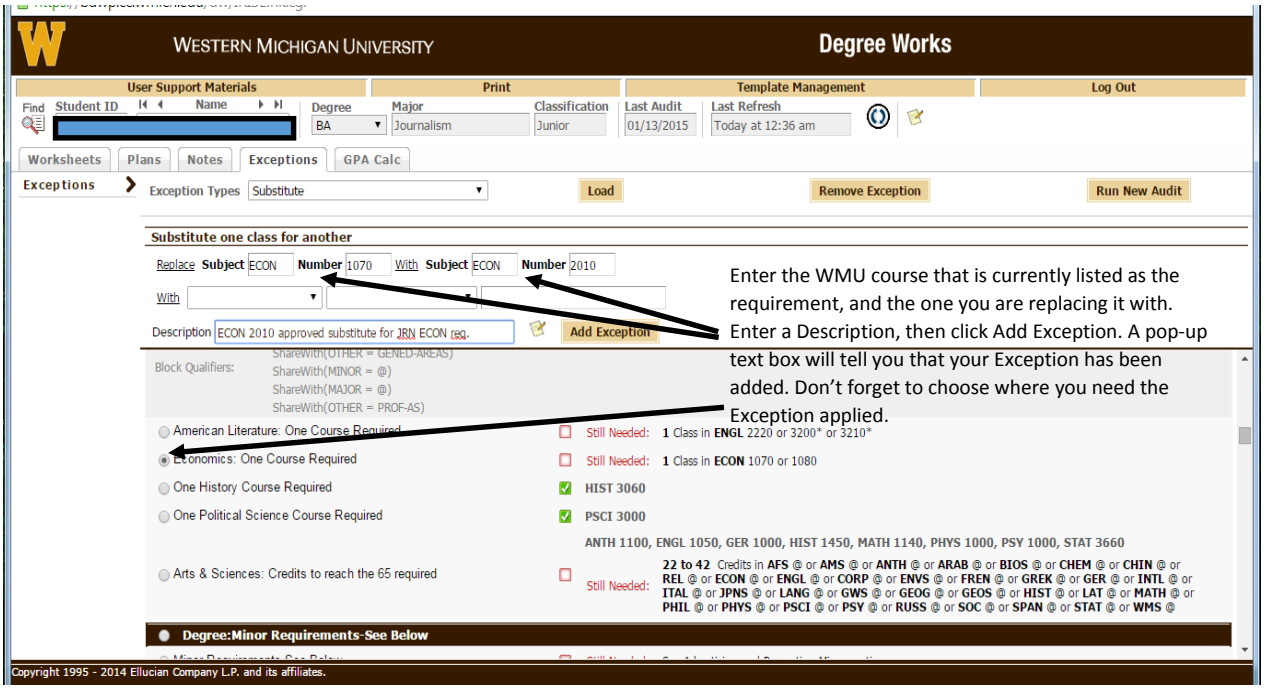
Substitute

Substitute allows a student to use one course in place of another. For example, if an advisor wanted to allow a Journalism student to use ECON 2010 in place of ECON 1070 for their required economics course, they could use the Substitute Exception.

To use the Substitute Exception, choose it from the dropdown menu and click Load.

For the Subject and Number boxes, these should reflect the exact course subject and number you'd like to use. If you are substituting one WMU course for another, all you need to do is enter the course to be replaced, the new approved course, enter a description, choose the block you are using, and click Add Exception.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Exception Types
Substitute
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Remove Exception
Run New Audit
Substitute one class for another
Replace Subject ECON Number 1070 With Subject ECON Number 2010
With
Description ECON 2010 approved substitute for JRN ECON req.
Add Exception
Block Qualifiers:
American Literature: One Course Required
Economics: One Course Required
One History Course Required
One Political Science Course Required
Arts & Sciences: Credits to reach the 65 required
Degree:Minor Requirements-See Below
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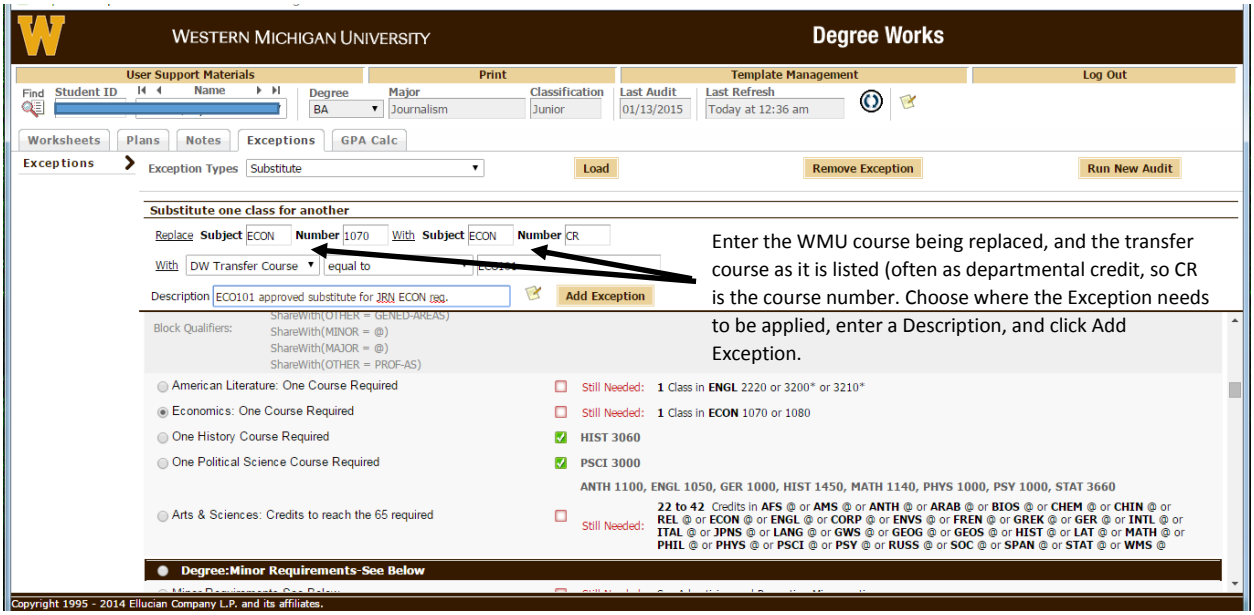
Enter the WMU course that is currently listed as the requirement, and the one you are replacing it with. Enter a Description, then click Add Exception. A pop-up text box will tell you that your Exception has been added. Don't forget to choose where you need the Exception applied.

Substitute will be used most often with WMU courses, but if you would like to substitute a transfer course, you will enter the WMU course to be replaced (ECON 2010), the credit to be used, as it is listed on the transcript (ECON for Subject, CR for Number), and on the next line, use the dropdown menus after With to select "DW Transfer Course" "Equal to" and in the last blank you will enter the transfer course subject and number, *exactly* as it is listed from the originating institution (ECO101). Do not include a space between the subject and number, it must be typed exactly as it is entered in the system or the Exception will not work. Again, choose where you would like to apply the Exception, enter a description, and click Add Exception.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Exception Types
Substitute
Load
Remove Exception
Run New Audit
Substitute one class for another
Replace Subject ECON Number 1070 With Subject ECON Number CR
With DW Transfer Course equal to
Description ECO101 approved substitute for JRN ECON req.
Add Exception
Enter the WMU course being replaced, and the transfer course as it is listed (often as departmental credit, so CR is the course number. Choose where the Exception needs to be applied, enter a Description, and click Add Exception.
American Literature: One Course Required
Economics: One Course Required
One History Course Required
HIST 3060
One Political Science Course Required
PSCI 3000
ANTH 1100, ENGL 1050, GER 1000, HIST 1450, MATH 1140, PHYS 1000, PSY 1000, STAT 3660
Arts & Sciences: Credits to reach the 65 required
Degree:Minor Requirements-See Below
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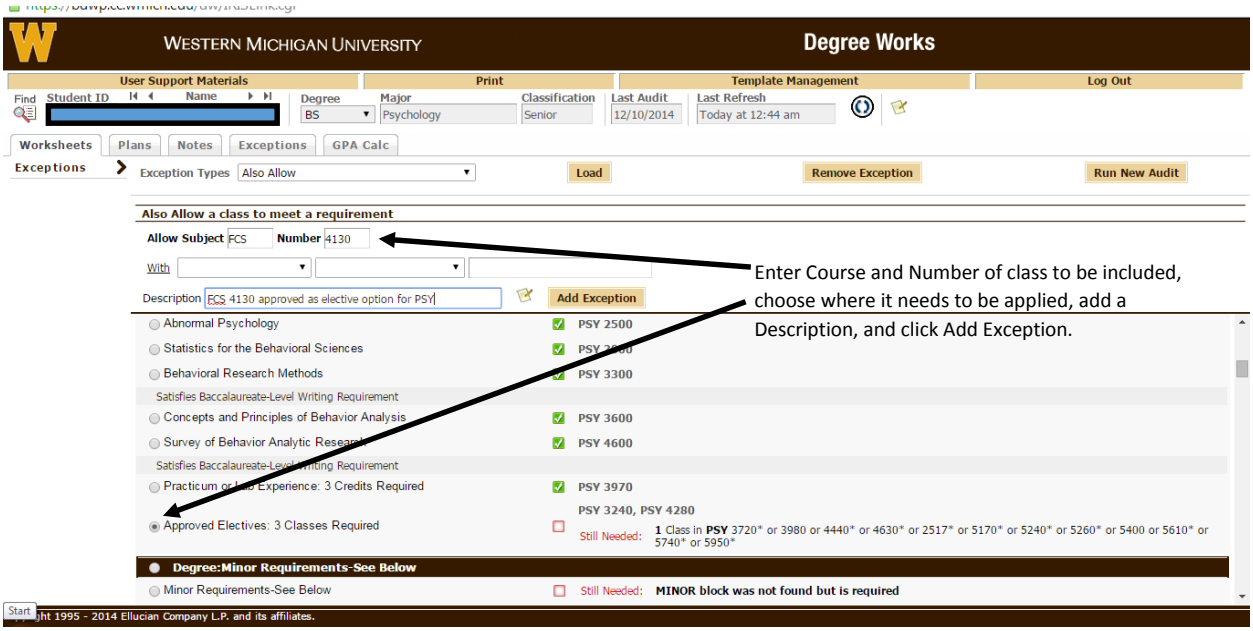
Also Allow

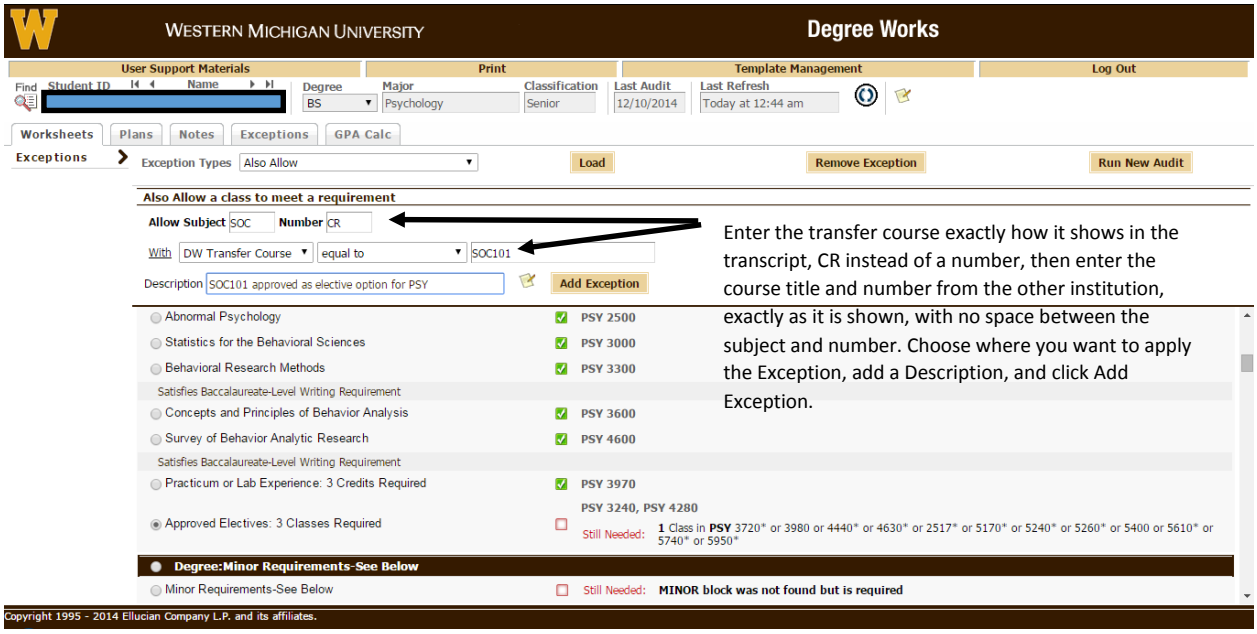
Also Allow is an Exception that gives the student another option in a category, without removing it from use in another area (like using a course for a major/minor elective and allowing it as a general education course as well). If an advisor wanted to allow a student to use a related course from another department as an elective option, they could use Also Allow to accommodate this. Also Allow can be done before the student is registered for the course and it will automatically use the course as an approved elective when they take it in the future.

Also Allow is a useful Exception because it allows a course to be used in more than one way. A department advisor can Allow a student to use a transfer course for their major, and a College advisor can also use the course to satisfy a general education requirement. Other Exceptions, such as Apply Here, will not allow the course to be used both ways.

For a WMU course, choose the area to apply the Exception, enter the Subject and Number of the class being allowed in addition to the current options, enter a description and click Add Exception.



For a transfer course, enter the Subject and Number as it is listed (SOC, CR), and on the next line, use the dropdown menus to enter “DW Transfer Course” “Equal to” and enter the transfer course title as it is listed (SOC101). Enter a Description, choose where the Exception is to be applied, and click Add Exception.



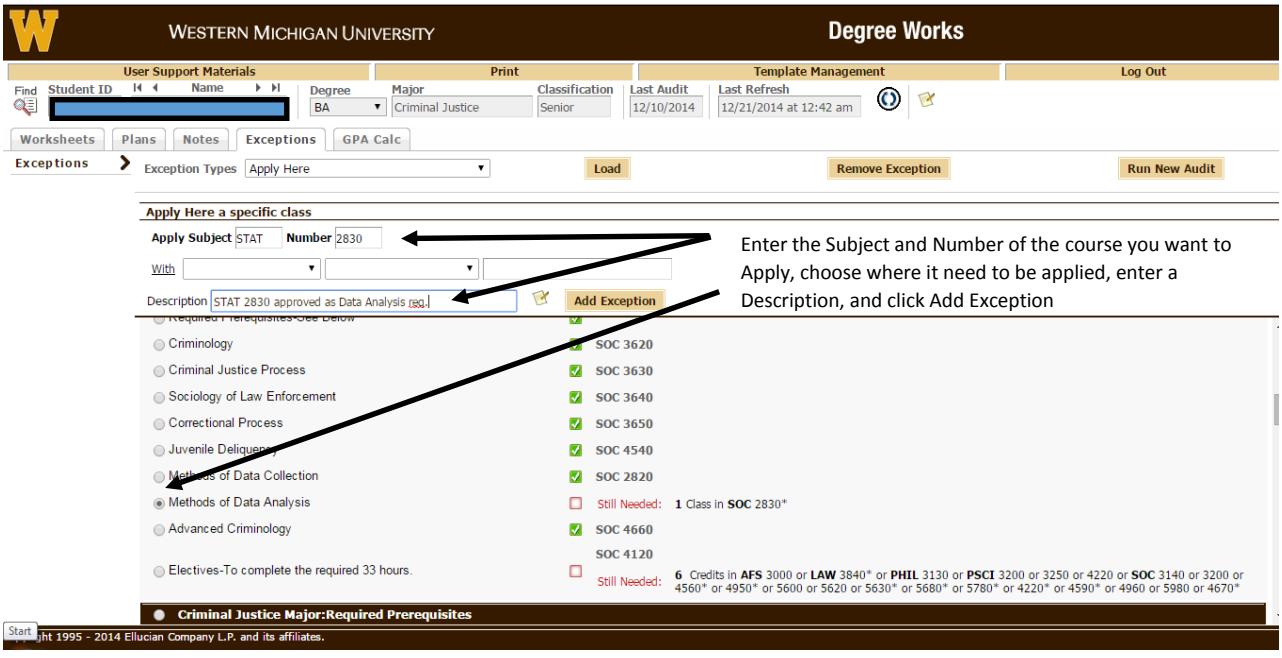
Enter the transfer course exactly how it shows in the transcript, CR instead of a number, then enter the course title and number from the other institution, exactly as it is shown, with no space between the subject and number. Choose where you want to apply the Exception, add a Description, and click Add Exception.

Apply Here

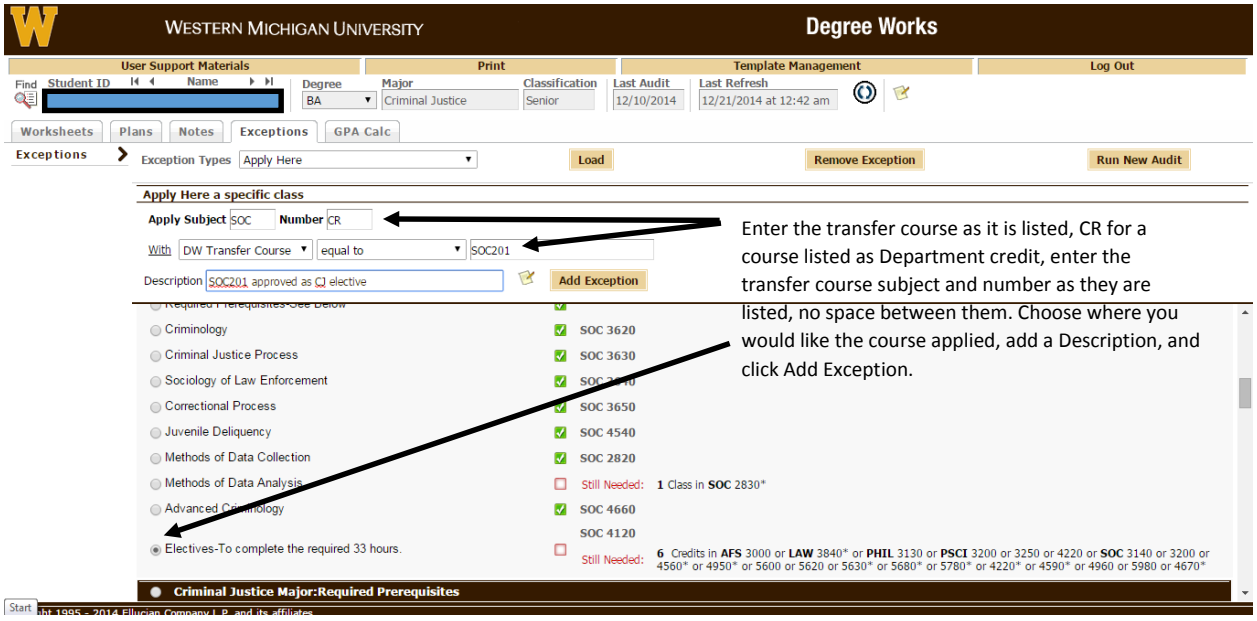
Apply Here is one of the most commonly used Exceptions. It allows the advisor to choose where a course is used, regardless of whether or not it is currently listed as an option. Apply Here and Also Allow can often be used to suit the same or similar purposes. Apply Here is usually the best option when applying transfer credits for a specific program, unless the course is also being used in another area (such as for a major/minor elective and a general education requirement). Apply Here is also useful when approving a course for a requirement when it is not specifically used in the student's catalog year.

When using Apply Here, it is important to consider whether or not the course could potentially be used for both a major/minor requirement, and a general education course, since Apply Here will allow it to only appear in one place. If you are unsure if the course is being used for another purpose, it may be better to use Also Allow, which applies the course to the chosen requirement, but will also allow it to be used in more than one area.

For a WMU course, choose the area to apply the Exception, enter the Subject and Number of the class being applied, enter a description and click Add Exception. For example, if an advisor wanted to use STAT 2830 to fulfill the research methods requirement for a Criminal Justice major, but the catalog year listed only SOC 2830, the advisor could use Apply Here to tell Degree Works to utilize the course to fulfill the requirement.



For a transfer course, enter the Subject and Number as it is listed (SOC, CR), and on the next line, use the dropdown menus to enter “DW Transfer Course” “Equal to” and enter the transfer course title as it is listed (SOC201). Enter a Description, choose where the Exception is to be applied, and click Add Exception.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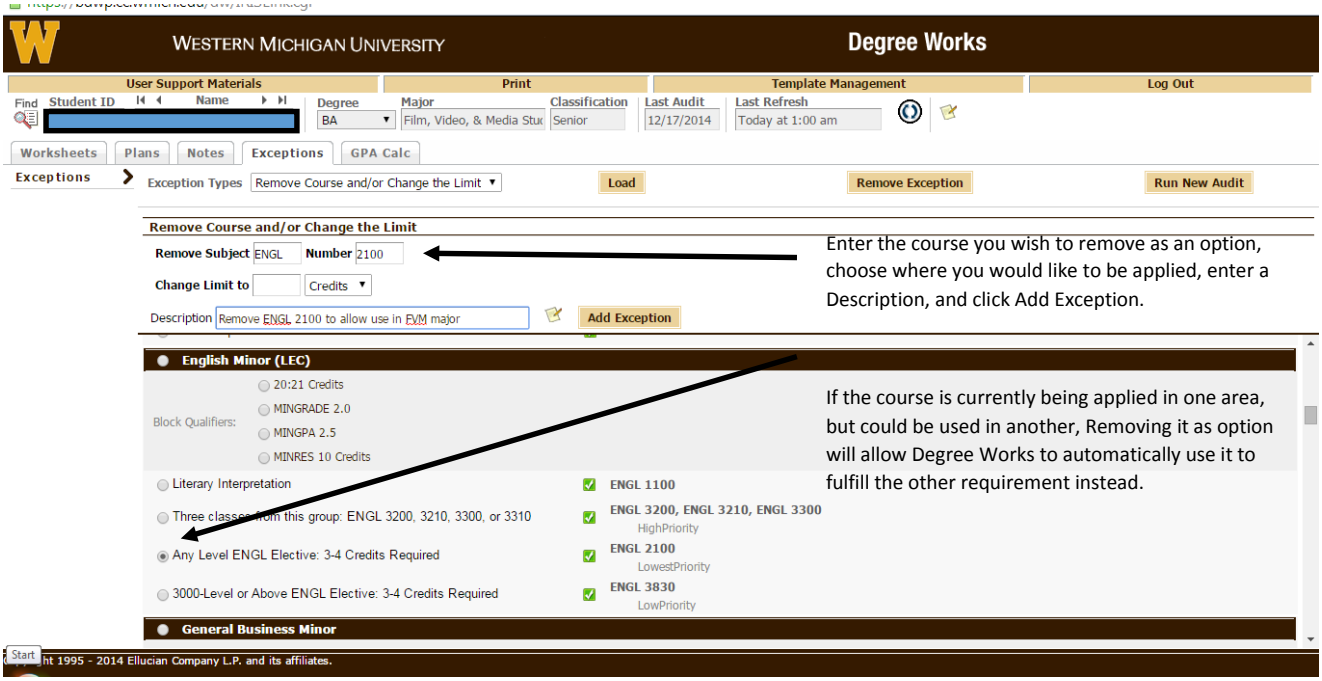
Exceptions
Exception Types
Apply Here
Load
Remove Exception
Run New Audit
Apply Here a specific class
Apply Subject SOC
Number CR
With DW Transfer Course
equal to
SOC201
Description SOC201 approved as CJ elective
Add Exception
Criminology
Criminal Justice Process
Sociology of Law Enforcement
Correctional Process
Juvenile Deliquency
Methods of Data Collection
Methods of Data Analysis
Advanced Criminology
Electives-To complete the required 33 hours.
SOC 3620
SOC 3630
SOC 3650
SOC 4540
SOC 2820
Still Needed: 1 Class in SOC 2830*
SOC 4660
SOC 4120
Still Needed: 6 Credits in AFS 3000 or LAW 3840* or PHIL 3130 or PSCI 3200 or 3250 or 4220 or SOC 3140 or 3200 or 4560* or 4950* or 5600 or 5620 or 5630* or 5680* or 5780* or 4220* or 4590* or 4960 or 5980 or 4670*
Criminal Justice Major:Required Prerequisites
Enter the transfer course as it is listed, CR for a course listed as Department credit, enter the transfer course subject and number as they are listed, no space between them. Choose where you would like the course applied, add a Description, and click Add Exception.

Remove Course and/or Change the Limit

Remove Course and/or Change the Limit allows advisors to do a variety of things. Removing a course eliminates it as an option to fulfill a requirement, which may be useful if a particular course could be used for both a student's major and minor but the student needs to use it in a particular place. For example, if a student is a Film, Video, and Media Studies major and an English minor, they may be able to use ENGL 2100 for either program. If they do not need it for English, the English advisor can remove it as an elective option in Degree Works so the system will automatically apply it as a FVM elective instead.

Change the Limit allows an advisor to change the number of credits required to fulfill a particular requirement. This allows an advisor to change the requirements for a particular student, such as allowing a student using Study Abroad credit to complete their Spanish minor by decreasing the credits required for specific courses and increasing the number of elective credits. The advisor could also Force Complete a requirement that the student did not need (or would complete through their study abroad) and increase the number of elective credits.

To Remove Course, choose the area the course is to be removed from, enter the Subject and Number, enter a description, and click Add Exception.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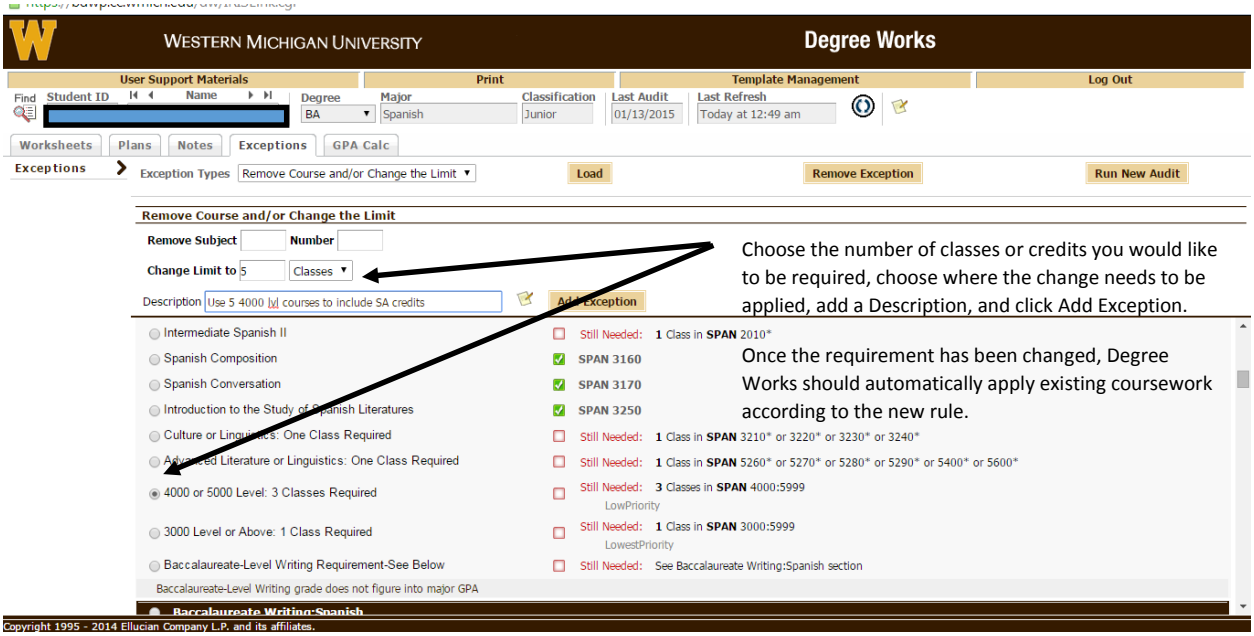
Exception Types
Remove Course and/or Change the Limit
Load
Remove Exception
Run New Audit
Remove Subject ENGL Number 2100
Change Limit to Credits
Description Remove ENGL 2100 to allow use in FVM major
Add Exception
Enter the course you wish to remove as an option, choose where you would like to be applied, enter a Description, and click Add Exception.
English Minor (LEC)
Block Qualifiers:
20:21 Credits
MINGRADE 2.0
MINGPA 2.5
MINRES 10 Credits
Literary Interpretation
Three classes from this group: ENGL 3200, 3210, 3300, or 3310
Any Level ENGL Elective: 3-4 Credits Required
3000-Level or Above ENGL Elective: 3-4 Credits Required
ENGL 1100
ENGL 3200, ENGL 3210, ENGL 3300
HighPriority
ENGL 2100
LowestPriority
ENGL 3830
LowPriority
If the course is currently being applied in one area, but could be used in another, Removing it as option will allow Degree Works to automatically use it to fulfill the other requirement instead.
General Business Minor

To Change the Limit, choose the area, enter the number (you may also choose to limit based on Credits or Classes, whichever is appropriate), enter a description, and click Add Exception.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Template Management
Log Out
Find
Student ID
Name
Degree
BA
Major
Spanish
Classification
Junior
Last Audit
01/13/2015
Last Refresh
Today at 12:49 am
Worksheets
Plans
Notes
Exceptions
GPA Calc
Exceptions
Exception Types
Remove Course and/or Change the Limit
Load
Remove Exception
Run New Audit
Remove Course and/or Change the Limit
Remove Subject
Number
Change Limit to
5
Classes
Description
Use 5 4000 lvl courses to include SA credits
Add Exception
Choose the number of classes or credits you would like to be required, choose where the change needs to be applied, add a Description, and click Add Exception.
Once the requirement has been changed, Degree Works should automatically apply existing coursework according to the new rule.
Intermediate Spanish II
Still Needed: 1 Class in SPAN 2010*
Spanish Composition
SPAN 3160
Spanish Conversation
SPAN 3170
Introduction to the Study of Spanish Literatures
SPAN 3250
Culture or Linguistics: One Class Required
Still Needed: 1 Class in SPAN 3210* or 3220* or 3230* or 3240*
Advanced Literature or Linguistics: One Class Required
Still Needed: 1 Class in SPAN 5260* or 5270* or 5280* or 5290* or 5400* or 5600*
4000 or 5000 Level: 3 Classes Required
Still Needed: 3 Classes in SPAN 4000:5999
LowPriority
3000 Level or Above: 1 Class Required
Still Needed: 1 Class in SPAN 3000:5999
LowestPriority
Baccalaureate-Level Writing Requirement-See Below
Still Needed: See Baccalaureate Writing:Spanish section
Baccalaureate-Level Writing grade does not figure into major GPA
Baccalaureate Writing:Spanish
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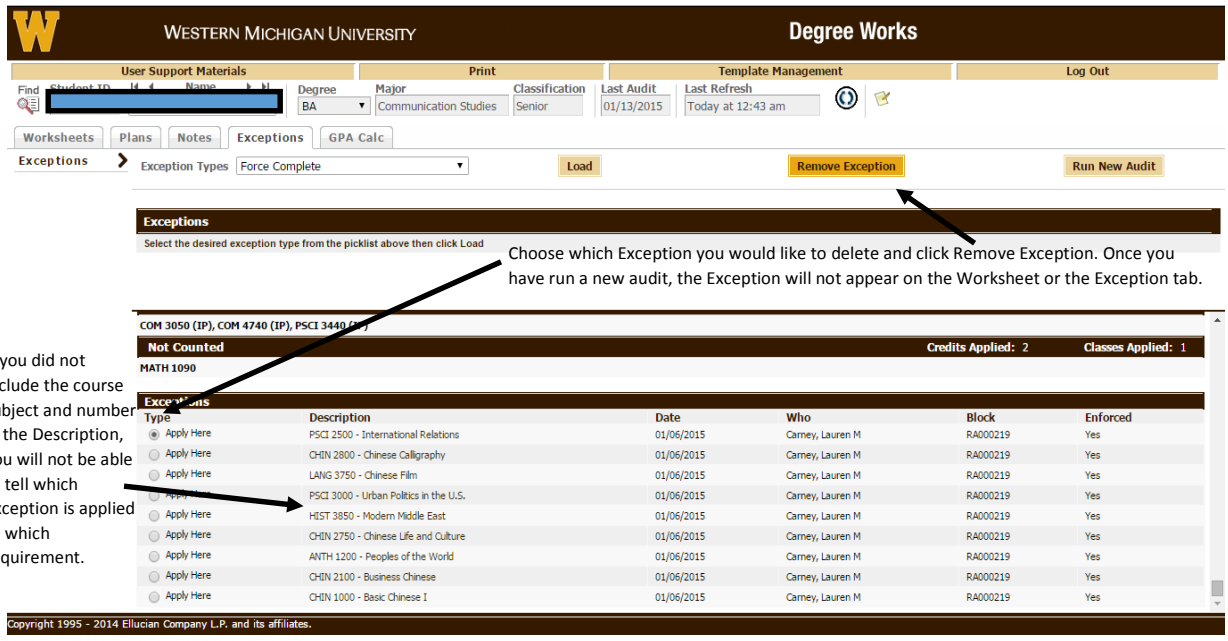
Remove Exception

If an Exception is not working properly (see below how to view the most updated Degree Works worksheet), or if it is no longer necessary, you may need to remove it. To remove an Exception, scroll down to the very bottom of the Exceptions tab, choose the Exception you wish to delete, and click Remove Exception. This view shows the importance of including the course title and number as well as how it is being used in the description. Without this information, it is very challenging to understand which Exception is being applied to each requirement.



Refresh vs Process New

Degree Works pulls registration information directly from Banner. The Banner information refreshes automatically each day, usually between midnight and 2:00 a.m. This means if a student has registered for a course, it will not show in Degree Works until the next day. Changes made in Degree Works itself (Exceptions) will not automatically update either, but both Degree Works changes and Banner/registration changes can be manually refreshed by an advisor (students do not have this option).

From the Worksheets page, the top of the screen will show the Last Refresh time, and to the right of that, the Refresh button (the circle with two arrows). The manual Refresh pulls the most current information from Banner.

In the Worksheets tab, at the top, there is a Process New button. This button refreshes the information from Degree Works itself, so if an Exception is made, it will not show until you click Process New.

When pulling changes from Banner, you may need to first Refresh, and then Process New. Sometimes this takes more than one attempt.

To update Degree Works from the Exceptions tab, you may also click Run New Audit, this serves the same purpose as Process New.